INDIANA

C•RE4O

End-of-Course Assessments

To: Corporation Test Coordinators

From: Michele Walker, Director of School Assessment

Date: November 20, 2006

Re: Core 40 End-of-Course Assessment Online & Paper-and-Pencil Testing System –
Registration for Administrations 1, 2, and 3

Welcome to the Core 40 End-of-Course Assessment Online Testing System. Registration for
Administrations 1, 2, and 3 are now available for Corporation Test Coordinators. This
memorandum contains the information you **need** to register schools in your corporation.

This memorandum includes how to:

- access the testing site at a **new url**; and
- complete the registration process for all administrations.

General Information

Administration	Testing Window	Registration Deadline	Content Areas
Administration 1	December 12 – 22, 2006 and will continue January 3 – 12, 2007	December 8, 2006	**Online:** Algebra I, Algebra II, Biology I, and English 11
Administration 2	February 5 – 23, 2007	February 2, 2007	**Online:** Algebra I, Algebra II, Biology I, and English 11
Administration 3	April 30 – May 25, 2007	**Paper-and-Pencil:** February 28, 2007 **Online:** April 16, 2007	**Online:** Algebra I, Algebra II, Biology I, and English 11 – **Paper-and-Pencil:** Algebra I, Algebra II, Biology I, English 11, and U.S. History (optional pilot)

Accessing the Testing Site
To access the End-of-Course Assessment site for registration, please make sure that your
system meets these requirements:

- Computers must have Internet Explorer 5.5, Netscape Version 7.0, Mozilla 1.7 or Firefox 1.0 or Safari (minimum requirements) on a Windows operating system or Macintosh platform

Below are the **NEW** Web address, username, and password you will need to access the Core 40 End-of-Course Assessment testing site. (CTCs should not allow School Test Coordinators or Examiners to use the CTC login/password at any time.)

- Web Address: http://INCore40eca.achievementdata.com/admin
- Username: {computer generated username}
- Password: {computer generated password}

If the link above is not active, follow the directions below to access the testing site:
1. Open your browser.
2. Click once in the **Address** field of the browser window.
3. Type the Web address: http://INCore40eca.achievementdata.com/admin.
4. Press **Enter** on your keyboard to advance to the administrator log in page.
5. Type your username in the **Username** field.
6. Type your password in the **Password** field.
7. Click once on **Login**.

Completing the Registration Process
Upon entering the site, you will be prompted to complete the CTC Registration process.

After reading information about the Core 40 End-of-Course Assessment program, you will begin the registration process for Administrations 1 Winter 2007, Administration 2 Winter 2007, and/or Administration 3 Winter 2007. After completing the registration process, all new School Test Coordinators will receive a computer-generated e-mail introducing the Core 40 End-of-Course Assessment system, which provides them with the NEW URL, username/password, and directions to access the Core 40 End-of-Course Assessment Web site. *CTCs must complete the registration process in order for schools to access the site and to allow school staff to fulfill their responsibilities.*

During the **registration process**, you will:
- select the test administration for which you are registering;
- identify the School Test Coordinator for each school that will be testing;
- indicate the number of students who will complete each content area per testing period; and
- enter a start date to begin testing for each content area.

Testing Administration
Beginning Tuesday, November 20, 2006, CTCs can complete the registration process for schools in their corporation for all 2006-2007 administrations.

Once you access the Test Registration page, select the Administration for which you are registering. Click once on the dropdown to the right of Test Administration to select Administration 1, Administration 2, or Administration 3. Upon making this selection, the registration page will be displayed.

School Number and School Name

The School Number and School Name are provided. **If a school in your corporation is not listed,** please contact Core 40 Technical Support at 1-800-IC40-ECA to have the school added. Please be prepared to provide the School Number and School Name.

School NOT Testing
If a school is listed that will **not** be testing in any administration, click once in the **School NOT Testing** box to the right of the school name. Failure to do this will delay the release of report information for the schools and corporation.

Assigning School Test Coordinators
You are required to assign a School Test Coordinator for each school. This person will be the main contact for testing at the school. To assign the School Test Coordinator:
1. Click once on the **Assign** button to complete the registration information for a school.
2. A School Test Coordinator Profile window will be displayed.
3. All required fields are indicated with an asterisk (*).
4. Type the profile information for the School Test Coordinator at the school.
5. Click once on **Save** to submit your information.

Student Count
For each participating school, click once in the field below the column heading "# Students ONLINE" or "# Students PAPER" and enter the anticipated number of students testing in each content area.

A school cannot test students using both delivery methods (Online and Paper) **for the same content area**. If a delivery method is not available (Online or Paper) no student count entry field will appear in that column for the specific subject.

Start Date
CTCs must indicate the first day testing will begin at each school they register. Tests will NOT be available prior to the Start Date indicated on the registration page. Tests will continue to be available to students until the School Test Coordinator indicates Testing Complete for their school in the Test Zone menu of the ECA administrative interface.

In the Start Date field, the date can be changed to suit each school and content area. The CTC can change the start date field until students start testing. Once a student begins a test at a school, the Start Date field cannot be changed.

Done
When registration is complete, click **Done**. An auto-generate e-mail will be sent to each School Test Coordinator you assigned. The e-mail will contain the URL for the site, their username/password, and directions to complete the school's registration process.

Finish Later
If you have completed the registration process for one or more schools in your corporation but need more time or information to complete the registration process for other schools, you can click **Finish Later** and return to this area to complete your registration at a later time. Any school registrations you have completed (selected testing period, indicated number of students testing, and assigned the School Test Coordinator) will be saved.

When you are ready to continue registering your schools, follow these steps:

1. Log onto the site and click once on the Registration menu option; the Registration page will be displayed.
2. Complete the registration for all of the schools in your corporation.
3. When registration is complete, click **Done**.

Editing Registration

If, after completing the registration for a school, you find that you need to edit the registration information, you can return to the registration menu to make the changes.

The areas of the registration that may be edited are:
- Student count – Either edit the number of students or change the delivery method (Online/Paper). Paper student count values can be edited anytime during the registration process, which is November 20, 2006, through February 28, 2007.
- Start date – This can be edited until a student begins testing. Once a student has started testing at a school, the start date cannot be changed.
- School NOT Testing – This can be edited until a student begins testing. Once a student has started testing at a school, the option to indicate "School NOT Testing" is no longer available.

To edit the registration page:
1. Log in as the CTC administrator.
2. Click once on the **Registration** menu.
3. Locate the school and area of registration you need to edit.
4. Click once in the field.
5. Delete the current entry and enter the new value.
6. Click **Done** to save changes.

Print

When you have completed registration, it is recommended that you print the screen containing all of your corporation's registration information.

Additional Information

Core 40 End-of-Course Assessment Related Questions and General Information:
IDOE's ECA Help Desk
Phone (317) 232-9050
Email: eca@doe.state.in.us

ECA Online Technology or Paper/Pencil Testing Related Questions:
Phone: 1-877-IC40-ECA
Email: Core40Support@achievementdata.com

Core 40 End-of-Course Assessment Web site:
www.doe.state.in.us/core40eca